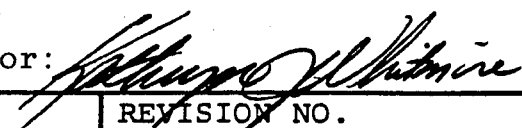


POLICY TITLE: Absence: Funeral Leave			NUMBER 601.00
APPROVAL: Kathryn J. Whitmire, Mayor: 			Page <u>1</u> of <u>1</u>
ISSUE DATE: August 22, 1983	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: August 22, 1983

Policy Statement: It is the policy of the City of Houston to allow employees an excused absence of as many as three (3) paid calendar days with the approval of the Department/Division Director in the case of death in the immediate family.

Policy Basis: Section 12-171 of the Code of Ordinances.

Policy Amplification: For the purposes of this policy, the term "immediate family" shall include father or father-in-law, mother or mother-in-law, sister, brother, spouse, child or step-child, grandparent, and grandchild. Other relatives by blood or marriage may also be included if, in the opinion of the Department/Division Director, the employee's presence would be appropriate given the nature of the individual relationship. Additional time may be requested of and granted by the Department/Division Director in cases involving extenuating circumstances or extreme traveling distances.

Any such absence(s) and reasons therefor shall be reported to the Director of Personnel on such forms as prescribed and shall be subject to reasonable documented proof of attendance as deemed appropriate by the Director of Personnel.

Policy Compliance: Affected employees through the Department/Division Director shall comply from policy date forward.

Policy Exception: Policy exceptions and/or violations should be brought to the attention of the Director of Personnel for review and recommended course of action.